Marginal Punching
Job 1747

SECRET

Approved For Release 2001/03/30 : CIA-RDP81-00728R000100150014-3

S-E-C-R-E-T

28 August 1956

MEMORANDUM FOR: Deputy Director (Support) - 2

Deputy Director (Intelligence) - 11
Deputy Director (Plans) - 19 nonconcur

General Counsel - 1 Inspector General - 1

Comptroller - 4

Director of Security - 10 Director of Communications - 3 Director of Training - 3

Director of Logistics - 9

Director of Personnel - 5 monconcur

Chief, Medical Staff - 3 Chief, Audit Staff - 1 Cable Secretary - 1 C/PAPS 1

SA/PC/DCI - 1 Management Staff - 7

SUBJECT:

Change in Marginal Punching of Regulatory Issuances

- 1. Consideration is being given by this Staff to the elimination of the 7-hole punch in the left margin of all regulatory issuances, and the adoption of a 3-hole punch instead. Regulations, notices, and handbooks are now uniformly punched with 7 5/16-inch holes. Because of the special equipment and handling required to do this, it has been an added expense in the publication of all issuances.
- 2. In view of the apparent economy involved in the use of manual binders of the 3-ring or 3-post type, it is desired that such manuals be adopted throughout the Agency. In the event the use of the 3-hole type of manual binder meets with your concurrence, we plan to have all regulatory issuances punched accordingly.
- 3. If the adoption of the standard 3-hole punch on regulatory issuances does not meet with your approval, please notify this Staff by 12 September 1956.

25X1A

Acting Chief Regulations Control Staff

S-E-C-R-E-T

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT:

Change in Marginal Punching of Regulatory

Issuances

REFERENCE:

Memo from AC/RCS to D/Pers, same subject,

dated 28 August 1956

1. In accordance with your request contained in the referenced memorandum, we have considered the recommended adoption of a 3-hole punch for all regulatory issuances in lieu of the 7-hole punch presently being used.

2. Copies of regulatory issuances maintained in the office of the Director of Personnel are filed in loose leaf binders which require the 7-hole punch. These binders have proved to be highly satisfactory and we would prefer to continue their use.

Harrison G. Reynolds
Director of Personnel

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Distribution:

Orig. and 1 - Addressee

1 - D/Pers

1 - DD/Pers/PD 3 - PS/OP

25X1A

OD/Pers: mb (31 Aug 56)

SEP D 11 50 M "56

SECRET

2.7403

MEMORANDUM FOR: Chief, Regulations Control Staff

SUBJECT:

Change in Marginal Punching of Reguletory

This office does not concur in the above proposed change nor the resultant replacement of the binders used by the Clandestine Services at headquarters and in the field.

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Executive Officer, DDP

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SEP 4 3 51 PM "56

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COORDINATION RECORD

	No. Copies	Concurrence Sheet	
Coordinating Officials	Required	Returned	Coments
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*Inspector General	ı		Calculation (Calculation of Association Calculation Ca
*Comptroller	4	CFMC30C37ACSECS.3MS 6PC_LETON-EDSLANDSHITTINGT/MCFM	Apper Association and the source of the constitution of the consti
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* Receive copies of all proposed issuances. PROPOSED ISSUANCE: 711 and 711 mem		Lile Punch	,
Job No. 1747	Microel Nico	ALA PARENTE DE LA CONTRACTION DE LA CO	:
DRAFT A DATED 28 am C	d	comments due: 12	Sept 56

S-E-C-R-E-T

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